



State of Utah  
**CERTIFICATION APPLICATION  
FOR APPRAISER INSTRUCTORS**

Division of Real Estate  
PO Box 146711  
Salt Lake City, UT  
84114-6711  
(801) 530-6747

A. NAME \_\_\_\_\_ DATE \_\_\_\_\_  
HOME ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

B. EMPLOYMENT (full time) \_\_\_\_\_ TITLE \_\_\_\_\_  
WORK ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

C. ENCLOSED IS EVIDENCE VERIFYING MY KNOWLEDGE OF THE SUBJECT MATTER  
(check box and provide required documentation):

- ☐ Evidence of a minimum of five years active experience in appraising, OR
- ☐ Evidence of having completed college or other appropriate courses specific to the topic you propose to teach, OR
- ☐ Evidence of other experience, education or credentials which are equivalent to the above, AND
- ☐ Evidence of having passed an examination designed to test the knowledge of the subject matter you propose to teach.

**INSTRUCTORS APPLYING TO TEACH THE COURSE ON UNIFORM STANDARDS OF  
PROFESSIONAL APPRAISAL PRACTICE AND UTAH APPRAISER LAW MUST ALSO  
COMPLETE SECTION D.**

D. PROVIDE THE FOLLOWING DOCUMENTATION:

- ☐ Evidence that I have had seven years of appraisal experience within the past 15 years, AND
- ☐ Evidence that I am a licensed or state certified appraiser, AND
- ☐ Evidence of having completed a course on the Uniform Standards of Professional Appraisal Practice within the last two years.

E. ENCLOSED IS CERTIFICATION FEE OF  
\$15.00 MADE PAYABLE TO DIVISION  
OF REAL ESTATE.

*(Please answer questions on the reverse side)*

**OFFICE USE ONLY**

Received \_\_\_\_\_ Reviewed \_\_\_\_\_  
Division Action \_\_\_\_\_ ☐ Approved ☐ Disapproved  
Certification # \_\_\_\_\_ Expiration Date \_\_\_\_\_

## F. QUALIFYING QUESTIONNAIRE

- |     | YES                      | NO                       |   |
|-----|--------------------------|--------------------------|---|
| 1.  | <input type="checkbox"/> | <input type="checkbox"/> | Do you now hold, or have you ever held, an appraiser license in any state or country? <b>If so, please have your home state or country send a license history to the Division of Real Estate, PO Box 146711, Salt Lake City, UT 84114-6711.</b>   |
| 2.  | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had a license to practice in the appraisal profession, or any other profession or occupation, denied, restricted, suspended, or revoked?  |
| 3.  | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been permitted to resign or surrender your appraiser license, or have you ever allowed your appraiser license to expire while you were under investigation, or while action was pending against you by any appraiser licensing or other agency?   |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> | Is any investigation or disciplinary action now pending against you by any appraiser licensing or other agency?   |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | Are you currently under investigation for, or charged with, or have you ever pled guilty or no contest to, or been convicted of, a felony or misdemeanor? <b>Minor traffic offenses such as parking or speeding violations need not be disclosed, but you must disclose motor vehicle offenses such as driving while impaired or intoxicated.</b> |
| 6.  | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been placed on probation in connection with any criminal offense or a licensing action?   |
| 7.  | <input type="checkbox"/> | <input type="checkbox"/> | If your answer to question 6 is yes, have you completed the probation?  |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been ordered to pay restitution in connection with any criminal offense?  |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | If your answer to question 8 is yes, have you fully complied with the restitution order?  |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had a civil judgment entered against you based on fraud, misrepresentation, or deceit?  |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | If your answer to question 10 is yes, has the judgment been fully satisfied?  |

**If your answer to any of the above questions is "YES," please enclose with this application a detailed description of the facts and circumstances, including the final resolution, if any.**

I hereby certify that my answers to questions 1-11 above are true and correct.

Dated \_\_\_\_\_

\_\_\_\_\_  
NAME (please print legibly)

\_\_\_\_\_  
Signature